**WEST POINT CONSOLIDATED SCHOOL DISTRICT**

**FIXED ASSET TRANSFER FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Prepared By |       | Date |       | Location |       |

Please refer to your Fixed Asset Reports to complete the following information.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **(1) Identifying Tag Number** |       | **\*(2) Type** |       | **(3) Item #**  |       |

|  |  |
| --- | --- |
| **(4) Description of Item** |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (5) Manufacturer |       | Model # |       | (5) Serial # |       |

|  |  |  |  |
| --- | --- | --- | --- |
| (7) Quantity |       | (8) Funding Source |       |

|  |  |  |  |
| --- | --- | --- | --- |
| (9) Acquisition Date |       | (10) Acquisition Cost |       |

|  |  |  |  |
| --- | --- | --- | --- |
| From Location  |       | Room |       |

|  |  |  |  |
| --- | --- | --- | --- |
| To Location  |       | Room |       |

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Transferring Principal/Department Head**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Receiving Principal/Department Head**

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**\* (2) Type: A – TV,VCR, Cassette Player, etc. B – Building C – Computer Equipment**

 **F – Furniture and Fixtures V – Vehicles M – Musical Instruments**

**(8) Funding Source: Complete if using restricted funds – Vo-Tech, Title I or II, etc**

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**Central Office Use Only: Entered Into the Computer By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date Entered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**